



THE STEPPING STONES GROUP

Transforming Lives Together



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## POLICY:

### Mandatory COVID-19 and Flu Vaccination for Center-Based Services

#### I. PURPOSE

Vaccination is a vital tool to reduce the presence and severity of COVID-19 and influenza (flu) cases in the workplace, in communities, and in the nation as a whole. The Stepping Stones Group (SSG), and its subsidiaries, has adopted this policy on mandatory vaccination to safeguard the health of our clients and team members working in centers from the hazard of COVID-19 and influenza.

#### II. APPLICABILITY

This Mandatory COVID-19 & Flu Vaccination Policy applies to all NEW HIRE team members of The Stepping Stones Group who primarily work in centers (i.e., SSG locations where clients receive services via the Autism & Community Practice). This policy applies to the maximum extent permitted by the law of the state where the team member works.

#### III. POLICY

**COVID-19:** All team members covered by this policy are required to be **fully vaccinated and up to date on their vaccination** as a term and condition of employment at SSG effective 10/18/2022. Team members are considered **fully vaccinated** when they are two weeks out from the second of a two-dose series (e.g., Moderna or Pfizer) or two weeks out from a single-dose series (e.g., Johnson & Johnson). Team members are considered **up to date** when they have received the most recently available booster shot for which they are eligible, as recommended by the CDC.

**For 2022 only**, one of the following is considered up to date:

- Finished the first set of vaccines on or after June 1<sup>st</sup>
- Received the available booster on or after June 1<sup>st</sup>

**FLU:** All team members covered by this policy are required to have an annual flu vaccine between September 1<sup>st</sup> and December 31<sup>st</sup>.

#### IV. DOCUMENTATION

All team members covered by this policy are required to report their vaccination status and to provide proof of vaccination via this form:

[https://starofca.formstack.com/workflows/uap\\_employee\\_vax\\_or\\_test\\_submission](https://starofca.formstack.com/workflows/uap_employee_vax_or_test_submission).



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Team members must provide truthful and accurate information about their COVID-19 and flu vaccination status, and, if applicable, their testing results. Team members not in compliance with this policy will be subject to a leave of absence, re-assignment of duties, or disciplinary actions up to and including include termination.

## V. PROCEDURES

### Overview and General Information

All SSG team members to whom the policy applies must be fully vaccinated and up to date no later than their first day of training.

To be **fully vaccinated** against **COVID-19** by their first day of training, a team member must:

- Obtain the second dose of a two-dose vaccine no later than 14 days prior to their start date; or
- Obtain one dose of a single dose vaccine no later than 14 days prior to their start date

Team members will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. A team member will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

To be **up to date**, a team member must:

- Have been fully vaccinated prior to September 1<sup>st</sup> of the current year
- Received the most recently available booster shot between September 1<sup>st</sup> and December 31<sup>st</sup> of the current year
- **For 2022 only**, a team member is considered up to date if they were fully vaccinated prior to June 1<sup>st</sup>, 2022 OR received the most recent booster shot after June 1<sup>st</sup>, 2022

To be **fully vaccinated** against the **flu** by their first day of training, a team member must:

- Receive the annual flu shot no later than the day before their first day of employment

Team members can schedule their vaccination/booster appointments through their health care provider, at a local pharmacy, or through a local mass-vaccination clinic.

Human resources will maintain proof of vaccination status for the organization.



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## Vaccination Status and Acceptable Forms of Proof of Vaccination

All vaccinated team members are required to provide proof of COVID-19 and flu vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via Formstack form and entered in Kronos.

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the team member's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances SSG will still accept the state immunization record as acceptable proof of vaccination.

All team members must inform SSG of their vaccination status.

## COVID-19 Testing

Any team member who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result via this link

[https://starofca.formstack.com/workflows/uap\\_employee\\_vax\\_or\\_test\\_submission](https://starofca.formstack.com/workflows/uap_employee_vax_or_test_submission)  
upon return to the workplace.

If a team member does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.



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Team members who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

### Face Coverings

SSG requires team member to wear a face covering to work in a center-based environment per local guidelines. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

**Face coverings are available at local centers.**

The following are exceptions to SSG's requirements for face coverings:

1. For a limited time, while a team member is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
2. When a team member is wearing a respirator or facemask.

### Supporting COVID-19 Vaccination

A team member may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for team members receiving two doses. This time is paid at minimum wage rates. If a team member spends less time getting the vaccine, only the necessary amount of duty time will be granted. Team members who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the team member can elect to use accrued leave, e.g., sick leave, to cover the additional time. If a team member is vaccinated outside of their approved duty time they will not be compensated.

Team members may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Team members who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.



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**Confidentiality and Privacy:**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

**Questions:**

Please direct any questions regarding this policy to Human Resources.